



# Allied Press Limited

**Vision:** *Allied Press will continuously enhance its position as a quality Media Group.*

**Motto:** *"Optima Durant" – Quality Endures*

POSITION DESCRIPTION	
Job Title	Payroll Practitioner
Tenure / Hours	Full time or part time hours by arrangement
Responsible to	Human Resources and Health and Safety Manager
Responsible for	N/A
Delegations	As per Allied Press Ltd HR and Financial delegations policy.
Position purpose	<p>The main function of this position is to provide high quality, professional payroll services, advice, and reporting to managers and staff across the Allied Press Limited group of businesses, ensuring best practice payroll administration systems and legal compliance.</p> <p>Allied Press currently processes pays for approximately 1,150 employees and contributors through weekly, fortnightly and monthly payrolls.</p>
Date	March 2021

## THE ROLE OF ALLIED PRESS LTD

Allied Press is a media company with interests in daily and community newspapers, regional television station, websites, rental properties and commercial print operations. The company is based in Dunedin and has newspapers in Canterbury, Otago and Southland, a television station in Dunedin, and printing operations in Dunedin, Greymouth, and Alexandra.

The company is dedicated to not only providing comprehensive news and advertising coverage, but also to supporting a wide range of community projects and services.

## FUNCTIONAL RELATIONSHIPS

It is a key responsibility that relationships must be developed and maintained in such a way as to bring about a positive and respectful response from those the team member liaises with.

External to Allied Press Ltd	Internal to Allied Press Ltd
▪ Members of the Public	▪ Managers and other Allied Press employees
▪ HRIS providers.	▪ HR and Accounts team staff
▪ Otago Southland Employers Association	▪ Management Accountant
▪ Etu Union	
▪ DataPay/external Payroll providers	
▪ MBIE and external auditors	
▪ Southern Cross Medical	
▪ Inland Revenue, ACC and WINZ	

## KEY RESULT AREAS

The position of **Payroll Practitioner** encompasses the following major functions and/or key result areas:

- Provision of high quality, professional payroll services to staff and managers across the Allied Press Group of Companies including the accurate processing of weekly, fortnightly, and monthly pays.
- Ensuring legislative compliance through the accurate administration and application of relevant laws including the Holidays and Employment Relations Act.
- Producing regular reports and data analysis for the HR and other managers in respect of leave liability, overtime, recruitment, and other reports that may be required from time to time.
- Undertaking internal audits to ensure compliance with employment legislation.
- Assisting with specific payroll projects designed to streamline internal pay processes and reflect industry best practice.

The requirements in the above Key Result Areas are broadly identified below:

YOU ARE ACCOUNTABLE FOR	YOU ARE SUCCESSFUL WHEN
<b>Payroll processing and administration</b>	
Working collaboratively with your payroll team member to prepare and process weekly, fortnightly, and monthly pays and any associated remuneration adjustments and lump sum payments for Allied Press employees.	<ul style="list-style-type: none"> <li>▪ Documentation is prepared accurately and within agreed timelines for turnaround.</li> <li>▪ Regular audits are undertaken to ensure a high level of data integrity.</li> <li>▪ Anomalies are reported to the HR Manager promptly and rectified as required.</li> <li>▪ Employees are paid accurately.</li> <li>▪ Correct deductions are made.</li> </ul>
Ensuring accurate data capture in respect of terms and conditions of employment for staff.	<ul style="list-style-type: none"> <li>▪ Documentation is completed in accordance with company requirements.</li> <li>▪ Terms and conditions are captured accurately and consistently within the Payroll system.</li> <li>▪ Anomalies are flagged promptly and solutions actioned.</li> <li>▪ Employment databases are current.</li> </ul>
Developing, implementing, and maintaining a comprehensive and current payroll processes manual.	<ul style="list-style-type: none"> <li>▪ Payroll manual provides sufficiently clear and comprehensive guidance to other payroll staff to ensure that all payroll processes can be maintained in the absence of the Payroll Practitioner.</li> </ul>
Preparing PAYE and ACC returns.	<ul style="list-style-type: none"> <li>▪ Returns are prepared and reconciled with PAYE balances in accordance with agreed timelines (currently two weekly for PAYE and Annually for ACC).</li> </ul>
<b>Legislation – application</b>	
Keeping abreast of changes in employment legislation and how such changes may impact on employer obligations regarding pay, allowances, and terms and conditions of employment.	<ul style="list-style-type: none"> <li>▪ Managers are appraised of changes in legislation in a timely, informative, and user friendly manner.</li> <li>▪ Changes in legislation regarding pay and terms and conditions of employment are updated in the payroll system promptly.</li> </ul>
Provides guidance to managers and staff on general pay matters.	<ul style="list-style-type: none"> <li>▪ You work within the boundaries of your own professional knowledge and seek guidance from your manager as required.</li> <li>▪ You remain current with changes in Employment and Health and Safety legislation.</li> <li>▪ Managers' and staff report that you provide helpful, informative, and accurate advice or guidance in relation to</li> </ul>

YOU ARE ACCOUNTABLE FOR	YOU ARE SUCCESSFUL WHEN
	general pay matters.
<b>HR and Payroll Metrics</b>	
<p>Undertaking data preparation and analysis for leave balances, sick leave, overtime and penal rate payments; remuneration review processes; new starters and leavers etc that may be required.</p>	<ul style="list-style-type: none"> <li>▪ Reports are produced, analysed and professionally presented in accordance with agreed monthly timelines.</li> <li>▪ Trends are monitored and areas of concern are highlighted along with proposed solutions.</li> <li>▪ Managers are provided with information that enables them to make informed decisions regarding the management of their staff in relation to leave planning, remuneration reviews, and absenteeism.</li> <li>▪ Reports requested by the HR Manager are provided promptly, accurately, and professionally.</li> <li>▪ There is confidence as to the accuracy of the reports.</li> <li>▪ High leave and/or overtime balances etc are reported promptly to managers so they may be reviewed.</li> <li>▪ Data capture anomalies are addressed promptly.</li> <li>▪ A database of new starters and leavers and impact on overall FTE is captured on a monthly basis and submitted to the HR Manager.</li> </ul>
<b>Technology and system audits</b>	
<p>Progressing the implementation and then maintaining up to date on line payroll systems including time and attendance to minimise dependency on paper based systems.</p>	<ul style="list-style-type: none"> <li>▪ You take a key role in progressing on-line upgrades in conjunction with Allied Press Payroll Providers.</li> <li>▪ You actively assist with the transition and then maintenance of on-line payroll systems.</li> <li>▪ You provide training support to managers in on-line application operation.</li> </ul>
<p>Period payroll system audits are scheduled to ensure ongoing compliance with legislation.</p>	<ul style="list-style-type: none"> <li>▪ An audit programme is in place and adhered to.</li> <li>▪ System and data capture anomalies are addressed promptly.</li> <li>▪ Random checks of payroll system and timesheets show compliance with sign-off processes.</li> </ul>
<b>Policies and Procedures</b>	
<p>Contributing to the successful development, implementation, and review of new and existing payroll policies and procedures ensuring they reflect best practice.</p>	<ul style="list-style-type: none"> <li>▪ There is evidence of a solid level of research on policy topics prior to draft policy and procedure development.</li> <li>▪ You work collaboratively with managers to ensure the successful implementation of policies across the business and that current documents are uploaded to the Intranet.</li> </ul>
<p>Ensuring that all staff and managers understand their obligations regarding accident, incident, and near miss reporting.</p>	<ul style="list-style-type: none"> <li>▪ There is evidence of an improved safety culture across the business.</li> <li>▪ Incidents, accidents, and near miss details are captured in the central database, analysed for trends and appropriate reports prepared for the Health and Safety Committee.</li> </ul>
<b>Project work</b>	
<p>Assisting with and/or leading specific internal payroll projects to ensure best practice and compliance with legislation.</p>	<ul style="list-style-type: none"> <li>▪ You actively take responsibility for allocated payroll projects and complete these to a high standard within agreed timelines.</li> <li>▪ You provide up to date reports (verbal or written as required) on project progress.</li> <li>▪ You are comfortable making recommendations and following through on initiatives designed to strengthen and/or simplify</li> </ul>

YOU ARE ACCOUNTABLE FOR	YOU ARE SUCCESSFUL WHEN
	payroll processing.
<b>Team work</b>	
Working together as part of a team to meet the requirements of your role.	<ul style="list-style-type: none"> <li>You willing share your knowledge, experience and ideas for the benefit of the team and wider business.</li> <li>You communication with others is open, honest and considerate.</li> <li>Your demonstrate initiative and commitment to team objectives, actively participating in group activities.</li> <li>You are open and receptive to change.</li> </ul>
<b>Professional Development – self</b>	
Identifying areas for personal and professional development.	<ul style="list-style-type: none"> <li>Your training and development needs are discussed with your manager on an annual basis as part of your annual performance and development review</li> <li>You take personal responsibility for gaining and applying new skills.</li> <li>You ensure that you maintain an up to date understanding of employment legislation as it applies to payroll processes.</li> </ul>
<b>Health, Safety and Wellbeing</b>	
Taking all practicable steps to ensure personal safety and the safety of others while at work, in accordance with Allied Press Ltd., Health and Safety policies, procedures, and systems.	<ul style="list-style-type: none"> <li>You understand and consistently meet your obligations under Allied Press Ltd.'s Health, Safety, and Wellbeing policies and procedures.</li> <li>You actively encourage and challenge your peers to work in a safe manner.</li> </ul>
<b>Other Duties</b>	
From time to time you may be required to undertake duties in addition to those outlined but which fall within your capabilities and experience.	<ul style="list-style-type: none"> <li>You respond positively to requests for assistance in own and other areas, demonstrating adaptability and willingness.</li> </ul>
Looking for opportunities to improve systems, processes, and work practices – both within your own areas of responsibility and the organisation as a whole.	<ul style="list-style-type: none"> <li>You suggest new ideas and make refinements to systems, processes, work practices within your own role, and make suggestions for improvement to the organisation as a whole.</li> </ul>

NOTE: The above performance standards are provided as a guide only. The precise performance measures for this position will need further discussion between you and your manager as part of the performance development process.

**PERSON SPECIFICATION**

This section is designed to capture the expertise required for the role at the 100% fully effective level. (This does not necessarily reflect what the current job holder has). This may be a combination of knowledge/experience, qualifications, or equivalent level of learning through experience or key skills, attributes, or job specific competencies.

	Essential	Desirable
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>NCEA Level 3 passes in English and Mathematics or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>Full NZ Driver's licence.</li> <li>Formal Payroll qualification</li> </ul>
<b>Knowledge, Skills and Experience</b>	<ul style="list-style-type: none"> <li>At least four years experience as a payroll practitioner/administrator.</li> <li>Experience of working with and interpreting both Individual and Collective Employment Agreements.</li> <li>A solid understanding of current payroll and employment legislation.</li> <li>A high degree of competence in using excel and electronic payroll systems.</li> <li>Excellent verbal and written communication skills.</li> <li>A high level of attention to detail.</li> <li>A high level of organisation and ability to prioritise.</li> </ul>	<ul style="list-style-type: none"> <li>DataPay experience.</li> <li>Competent user of social media platforms.</li> <li>Member of NZPPA (New Zealand Payroll Practitioner's Association).</li> <li>A good understanding of Microsoft office programmes.</li> <li>Staff training experience.</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Dependable, honest, and ethical.</li> <li>A good level of personal judgment and initiative.</li> <li>Is calm under pressure.</li> <li>Acts with discretion at all times.</li> <li>Understands and applies the professional ethics as it relates to Payroll and Human Resources.</li> <li>Adaptable and flexible – open to change (positive or negative).</li> <li>Independent – able to prioritise work effectively – developing one's own ways of doing things; guiding oneself with little or no supervision, and depending on oneself to get work done.</li> <li>Cooperative - job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.</li> <li>Focused on going the extra mile to help meet customer requirements.</li> <li>Proactive in looking for ways in which to improve service delivery and in sharing ideas.</li> </ul>	

**CHANGES TO POSITION DESCRIPTION**

From time to time it may be necessary to consider changes to the position description in response to the changing nature of our work environment – including technological requirements or statutory changes. This Position Description may be reviewed as part of the preparation for your annual performance review.

Acknowledged/Accepted:

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Employee

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Date

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Manager

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Date